



## Community Development Department Building & Safety Division

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**Policy No.:** BDP 17  
**Effective:** January 1, 2014  
**Revised Date:** October 17, 2013  
**Initiated By:** Gregory A. Shreeve, Sr. and Roxanna Recinos-Serna  
**Approved By:** Gregory A. Shreeve, Sr., Chief Building Official  
**Subject:** Plans Prepared by Licensed Professionals and Signature Requirement on Plans

Regarding Business and Professions Code, Sections 5536.2, 5535-5538, 5800-5812, 6735, 6735.3 and 6735.4:

The following policy outlines the initial plan submittal for residential and commercial projects prepared by licensed professionals:

- A. For all commercial plan submittals (e.g., tenant improvements, additions and new construction), all construction drawings, computations and specifications shall be prepared and designed by an engineer or architect licensed by the state of California. Certified interior designers may submit nonstructural or nonseismic elements. (Ref.: B&P Code Section 5805)
  - 1. "Certified Interior Designer" means a person who prepares and submits nonstructural or nonseismic plans consistent with Sections 5805 and 5538 to local building departments that are of sufficient complexity so as to require the skills of a licensed contractor to implement them, and who engages in programming, planning, designing, and documenting the construction and installation of nonstructural or nonseismic elements, finishes and furnishings within the interior spaces of a building, and has demonstrated by means of education, experience and examination, the competency to protect and enhance the health, safety, and welfare of the public.
- B. For initial plans prepared by a licensed architect or certified interior designer, we may accept a signed statement in lieu of the signed plans. The statement shall indicate a licensed professional has prepared the plans. At time of issuance, plans and documents prepared by the architect or certified interior designer must wet stamp/sign the plans before the permit for construction is issued to the applicant.
- C. For initial plans prepared by a licensed civil engineer - including structural and soils/geotechnical engineer - all mechanical and electrical drawings, calculations and reports, the stamp shall be shown on plans but the wet signature is not required. The plans and documents, however, must be submitted with a clear indication showing the status as *preliminary*, *not for construction*, *for plan check only* or *for review only*. Only plans with a written status such as *final*, *approved* or *for construction* will need to be wet signed and sealed or stamped by the engineer of record prior to the issuance of building permits. (Ref.: B&P Code Section 6735, 6735.3, and 6735.4)